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To: R. N. Ferguson **Date:** September 28, 1990

From: P. F. Grantham

Subject: Abstract from Quarterly Planning Meeting Presentation of Materials Evaluation

The Materials Evaluation System is a program whose primary responsibility is to evaluate indirect materials (machine parts, conveyor belts, cleaning supplies, etc.) that are proposed for use in manufacturing/processing areas. It is a cooperative effort between all locations and departments within PM USA. Administration of the program is provided by QA, specifically QE, while analysis of samples and recommendations on product use are provided by R&D. An assessment of this program was recently completed in which several issues were identified that would enhance and improve the system, and recommendations made to address those issues. The issues that were identified fell into two groups. The first being those which the committee itself could address, and secondly those for which management approval and/or input was needed.

The issues which the committee itself will address are as follows:

- Expand the scope of annual facility audits; this includes meeting with purchasing to review factory purchases, and to conduct a more indepth audit versus policing poor housekeeping.
- Follow-up audits; this will be six weeks after the audit to monitor the corrective actions taken.
- Expand the facility committee representatives responsibilities; have them conduct quarterly audits of their own facility.
- Increase the involvement of the R&D Toxicologist; this has already been implemented.
- Increase frequency of the committee meetings; this would allow for more interaction and discussion between facilities to aid in problem solving.
- Timely replacement of "N" recommended items; items which were not recommended, but were allowed to be used (e.g. OEM machine parts) will be reviewed every six months to monitor activity on seeking replacements.
- Audit material usage utilizing Purchasing/Inventory database; identify high use items for reevaluation to monitor possible material changes from vendors.
- Develop a prioritized list for sample testing; identify areas with highest probability for contributing to foreign matter in product.
- Upgrade the system database; allow for free-form data entry, remote site access for users and interaction with other databases.
- Continue to increase the awareness of the program by conducting presentations.

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The following issues required management input:

- The inclusion of TTG into the program; TTG currently submits samples but have no guidelines to follow regarding needed information, also no traceable historical information is stored for these samples.
- Timely replacement of "X" recommended materials; the implementation of identified, acceptable replacement materials for those not recommended has been lacking.
- Development of a PM USA group to investigate replacement materials

All of these issues have been presented to management. In the case of TTG, Mr. Campbell has appointed someone to the committee. Regarding the replacement of "X" materials, Mr. Darrah has made his General Managers aware and requested information on those items in use in their facilities. Mr. Taylor has appointed someone to invetigate replacement materials.

The responsibility of scheduling and development of a timeframe for implementation of the recommendations, as well as development of the priority sampling list rests with QA.

cc: D. Leyden
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